ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
www.adur-worthing.gov.uk

Dear Customer

Explanatory Notes - Local Government Finance Act 1992
Council Tax – Apprentice

A person may be disregarded for the purpose of the Council Tax if they are an apprentice.

In order to qualify to be disregarded ALL of the following conditions must be met:

1. The person is an apprentice, regardless of age, provided that he or she is employed for the purpose of learning a trade or profession.

2. The person must also be undertaking a training programme leading to a qualification accredited by the National Council for Vocation Qualifications.

3. The disregard only applies if the person is employed at a salary of no more than £195.00 per week and the salary paid is substantially less than is likely to be received if the qualification is achieved.

If you wish to apply for this disregard discount, please complete the attached form and return it to the Council Tax section at the address shown at the top of this letter. Please also enclose a letter from your employer confirming your weekly salary together with a letter from your college detailing your training programme.

If you have any further queries, please contact the Customer Service team on 01903 221061.

Yours sincerely

Paul Tonking
Head of Revenues & Benefits

LOCAL GOVERNMENT FINANCE ACT 1992
PERSONS DISREGARDED FOR COUNCIL TAX - APPRENTICE

Name of the apprentice:

Address where the apprentice lives:

The number of occupiers (aged 18 or over) at this address:

Weekly earnings of the apprentice: **£**

(please note that a letter from the employer will be required as confirmation)

Details of the apprentice's training:

Start date of the apprenticeship:

End date of the apprenticeship:

Qualification that the apprentice is studying towards:

(Please note that a letter is required from the college to confirm details of the course showing the start and end dates of the training)

Data Protection

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at www.adur-worthing.gov.uk/council-tax/privacy-notice.

Declaration

I declare that the details stated in this application are true and accurate to the best of my knowledge and belief. I understand that I must notify the Council Tax team about any changes in circumstances that may affect my entitlement to an exemption.

Signature:

Date:

WARNING:

TO GIVE FALSE INFORMATION COULD LEAD TO CIVIL PENALTIES BEING IMPOSED AND PROSECUTION

Revenues & Benefits, PO Box 5000, Worthing, West Sussex BN11 1JN
revsbens@adur-worthing.gov.uk
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